



INDIVIDUAL RESPONSIBILITY PLAN (IRP)  
**JOB SEARCH ACTIVITIES:  
HALF-TIME JOB SEARCH (RI)**

I will make the arrangements shown below and then participate 1/2 time in Job Search activities with WorkFirst located at the address shown below for the next 12 weeks. I will report in person on the days checked below and starting no later than the date and time shown below and electronically sign in each day to verify attendance. I will attend workshops, job clubs, hiring events and other activities as directed by my job search worker. I will contact at least 8 employers each week, including going to job leads I get from my job search worker and I will accept a job if offered. If I cannot attend as directed, I will call 1-866-393-8737 between 8:00 AM and 4:00 PM on the same day and explain why I cannot come in. I understand the number of times I can call in to be excused is limited and I may receive a message directing me to speak to a local Employment Security WorkFirst Counselor in order to be excused. I understand that if I do not call in on same day, it will be considered an unexcused absence and that two unexcused absences in a month may result in sanction. I have adequate child care and transportation has been addressed, and is not an issue. My case manager and I will review this IRP on the date shown below.

I will make arrangements for ☐ Child care ☐ Transportation

Address: \_\_\_\_\_

Date and time to begin services: \_\_\_\_\_

Days required to attend job search (check two):

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Date of next IRP review: \_\_\_\_\_